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Personnel



**DOCUMENTATION OF OVERTIME AND
COMPENSATORY TIME**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures for documenting overtime and compensatory (comp) time. Military personnel who violate this instruction are subject to disciplinary action under the Uniform Code of Military Justice (UCMJ). This instruction is a supplement to AFI 36-807.

1. Responsibilities:

- 1.1. Group Commander or Director of Staff (for wing agencies): Is the approving authority.
- 1.2. Unit Commanders: Institute internal procedures for the approval of overtime and comp time. Overtime/comp time must be approved prior to working the overtime/comp time.
- 1.3. Supervisors: Are encouraged to use comp time in lieu of overtime because it is the most cost-effective method of compensation. Limitations are listed in paragraph 2.1 below. Use AF Form 428, Request for Overtime, Holiday Premium Pay and Compensatory Time, to document the use of overtime/comp time.

2. Procedures:

- 2.1. When overtime or comp time is required, the supervisor prepares an AF Form 428 and forwards it to the appropriate approval authority.

- 2.1.1. Comp time is only authorized for irregular or occasional overtime, i.e., overtime that was not scheduled prior to the beginning of the administrative workweek. Employees scheduled to work overtime prior to the beginning of the administrative week must be paid. This pay requirement applies to all employees except those whose rate of pay exceeds the pay rate of GS-10, step 10 (\$43,356), per annum. These employees may be required to use comp time for scheduled and irregular or occasional overtime.

- 2.1.2. Comp time is authorized for use by FWS employees (WG, WB, WL, WS), GS and GM employees. Employees under the FWS (WG, WB, WL, WS) must receive overtime pay unless the

employee specifically requests comp time in lieu of overtime pay. FWS employees cannot be forced to take comp time in lieu of overtime pay.

2.2. Once approved, a copy of the AF Form 428 must be sent to 89 CPTS/FMA.

JAMES A. HAWKINS, Brigadier General, USAF
Commander